

Intermediate Plan Review for Commercial/Industrial Tenant Improvements

A. Intermediate Plan Review Criteria:

- Retail with total floor area less than 15,000 square feet.
- Office/R&D office (without HazMat) with total floor area less than 50,000 square feet.
- Restaurant with total dining floor area less than 4,500 square feet.
- Mechanical equipment installation (without HazMat) with unit weighs less than 3000 lbs.
- Projects require Alternate Material and Method of Construction and are Code Enforcement cases are specifically excluded.

B. Plan Submittal Requirements:

- All intermediate plan submittals will be by appointments only. Appointments can be scheduled by calling 408-535-3555.
- Suggested plan size is 24"x36" and minimum scale 1/4"per foot.
- Six sets of plans and two sets of calculations (if applicable) are required.
- Site plan identifying the location of the building with address information.
- Cover sheet shall include: applicable codes and editions, description of scope of work, type of construction, occupancy group(s), number of stories, and sprinkler (Y/N).
- Architectural floor plan, elevation, and cross section construction details.
- Wall, door, and window schedules and legends.
- Exit analysis with occupant loads and exit signs.
- Disabled accessible feature (if applicable) details: path of travel from the edge of site and from parking to the altered area, parking (van access), signage, ramp, handrail/guardrail, stairway (rise/run), door (leveler hardware, threshold, kick-plate, and strike-edge), elevator, drinking fountain, and male/female restroom shall be shown on plan.
- HVAC equipment, see Policy No: UBC 1632.1-1-97.
- Minimum numbers of plumbing fixtures see Policy No: CBC 2902-1-01, CPC 413.0-1-01.
- Document stamping requirement by California Architect or Engineer shall follow the Policy No: SJMC 24 02.240-1-97.

C. Approvals Requirements:

- For kitchen or restaurant remodeling, approval from the Santa Clara County Health (408-918-3400) and Water Pollution Control (408-945-5300) are required prior to Building Division review.
- Fire Review contact Ed Tolentino at 408-535-7750.

- Public Works clearance at 408-535-3555.
- Planning approval at 408-535-3555.
- Construction Demolition Diversion Deposit at 408-535-8566.
- Construction cost documentation.

D. Building Permit Issuance:

- Tenant/tenant representative or licensed contractor will be able to obtain the permit.
- All applicable fees and taxes are to be paid at plan submittal time and permit issuance.
- Plumbing, mechanical, and electrical plan check and permits shall follow Policy No: SJMC 24.02.220-1-97

Note these are general guidelines and minimum information required for plan review. Additional information may be generated based on the distinct nature of each project. First cycle review comments will be generated within 5 working days of the intake appointment.